



United States
Office of Personnel Management

Grade Evaluation Guide for Police and Security Guard Positions

GS-0083/GS-0085

Additional Available Guidance

See [Digest of Significant Classification Decisions & Opinions, Vol. 4](#) for guidance on distinguishing between the GS-0083 and GS-1811 series. See [Digest Vol. 8](#) for guidance on distinguishing between the GS-0083 and GS-0085 series.

Workforce Compensation & Performance Service
Office of Classification Programs
December 1997, HRCD-4

Grade Evaluation Guide for Police and Security Guard Positions

GS-0083, GS-0085

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POLICE SERIES

This series includes positions the primary duties of which are the performance or supervision of law enforcement work in the preservation of the peace; the prevention, detection, and investigation of crimes; the arrest or apprehension of violators; and the provision of assistance to citizens in emergency situations, including the protection of civil rights. The purpose of police work is to assure compliance with Federal, State, county, and municipal laws and ordinances, and agency rules and regulations pertaining to law enforcement work. (See [Digest 4](#) for guidance on distinguishing between GS-1811 and GS-083 series; See [Digest 8](#) for guidance on distinguishing between GS-083 and GS-085 series)

SECURITY GUARD SERIES

This series includes positions the primary duties of which are the performance or supervision of protective services work in guarding Federally owned or leased buildings and property; protecting Government equipment and material; and controlling access to Federal installations by employees, visitors, residents, and patients. The purpose of security guard work is to protect and prevent loss of materials or processes which are important for national defense, for public health or safety, or as national treasures. (See [Digest 8](#) for guidance on distinguishing between GS-083 and GS-085 series)

This guide supersedes the standards for the Police Series, GS-0083, issued in August 1974 and the Guard Series, GS-0085, issued in June 1968.

EXCLUSIONS

1. Positions primarily responsible for investigating alleged or suspected major offenses or violations of specialized laws of the United States are classified to the [Criminal Investigating Series, GS-1811](#).
2. Positions primarily responsible for work in serving judicial processes or writs issued under authority of the United States, executing warrants, making arrests, safeguarding and transporting prisoners, maintaining order, pursuing and apprehending fugitives from justice, and performing such other duties as are directed by a Federal court are classified to the [United States Marshal Series, GS-0082](#).
3. Positions primarily responsible for work involving direct custodial care and supervision of inmates of penal institutions, when the paramount qualification requirement is knowledge of and skill in applying correctional techniques, are classified to the [Correctional Officer Series, GS-0007](#).
4. Positions primarily responsible for the administration, supervision, direction, coordination, and control of security programs are classified to the [Security Administration Series, GS-0080](#).

5. Positions primarily responsible for the protection, movement, and delivery of sensitive nuclear materials are classified to the [Nuclear Materials Courier Series, GS-0084](#).
6. Positions primarily responsible for the detention and safeguarding of aliens involved in immigration or deportation proceedings are classified to an appropriate general series (e. g., [Compliance Inspection and Support Series, GS-1802](#)).

OCCUPATIONAL INFORMATION

Federal police and security guard work ranges from fairly passive to very active involvement in law enforcement and protective activities. In some jurisdictions, there is a high potential for minor and serious violations, including some incidence of felonies, while in other locations, even misdemeanors are not very common except for traffic violations.

The primary mission and purpose of police organizations is to enforce law, maintain law and order, preserve the peace, and protect the life and civil rights of persons. The primary mission and purpose of security guard organizations is to protect and prevent unauthorized access to Federal property because it contains processes or materials that are sensitive or valuable from a national defense, public treasure, public health, or public safety point of view.

Police are typically trained to deal with misdemeanors and felonies, which can range from petty theft and verbal assault through murder, rape, simple and aggravated assault, domestic disputes, kidnapping, hostage taking, theft of national defense information and materials, theft of office equipment, drug trafficking, assault on Government facilities, arson and bomb threats, crowd control, and other conditions involving violations of law and threats to human life.

Security guards are trained more in the methods and techniques for detecting and repelling attempts at trespass, sabotage, and theft of property. Typically, security guards prevent, respond to, and/or resist attempted violations, apprehend and detain offenders, and turn over cases and violators to police or other law enforcement officers.

As required by 5 U.S.C. 3310 and 5 CFR 330.401, guard positions are restricted to preference eligibles. Nonveterans may be appointed to guard positions only if no qualified preference eligibles are available or through certain noncompetitive actions or temporary appointment. There are no such restrictions for appointment to police officer positions.

In some instances, the distinction between police and guard work may not be an easy one to make, because of the similarities between the two kinds of work. Employees in both series may be uniformed, armed, trained to respond to all possible situations, referred to or addressed as "officer," and subject to substantial hazard or danger in emergencies. It is necessary, however, to make a determination as to whether a position covered by this guide is a police officer or a security guard. This determination is needed to assure compliance with veterans preference requirements and proper application of this guide for titling and grading purposes according to

assigned duties and responsibilities. The following information is intended to help in making this determination.

Nature of Police Work

The primary mission of police officers in the Federal service is to maintain law and order. In carrying out this mission, police officers protect life, property, and the civil rights of individuals. They prevent, detect, and investigate violations of laws, rules, and regulations involving accidents, crimes, and misconduct involving misdemeanors and felonies. They arrest violators, assist in the prosecution of criminals, and serve as a source of assistance to persons in emergency situations.

Police services are provided in Federal residential areas, parks, reservations, roads and highways, commercial and industrial areas, military installations, Federally owned and leased office buildings, and similar facilities under Federal control. Within their jurisdictions, police officers enforce a wide variety of Federal, State, county, and municipal laws and ordinances, and agency rules and regulations relating to law enforcement. They must be cognizant of the rights of suspects, the laws of search and seizure, constraints on the use of force (including deadly force), and the civil rights of individuals.

Police officers are commissioned, deputized, appointed, or otherwise designated as agency and/or local law enforcement officers by statute, delegation, or deputization by local governments, or other official act. Arrest and apprehension authority includes the power to formally detain and incarcerate individuals pending the completion of formal charges (booking); requesting and serving warrants for search, seizure, and arrest; testifying at hearings to establish and collect collateral (bond); and/or participating in trials to determine innocence or guilt.

Police officers carry firearms or other weapons authorized for their specific jurisdictions. They wear uniforms and badges, use military style ranks (private, sergeant, lieutenant, etc.), and are commonly required to refamiliarize themselves with authorized weapons periodically and demonstrate skill in their use.

Police work in the Federal service may involve both line operations and auxiliary operations. Line operations typically include such activities as patrol work, traffic control, canine operations, vice control, work with juveniles, and detective operations. Auxiliary operations performed by officers include such activities as operating control centers and communications networks, court liaison, limited laboratory activities, and other miscellaneous duties that support and enhance line operations. Trained officers might perform in any of the line or auxiliary operations in full-time or part-time assignments.

Most police officers are engaged in patrol duties and/or traffic control. In performing patrol duties, they serve as a deterrent to crime and other violations of laws, rules, and regulations. Crime prevention is enhanced by the presence of uniformed officers in an area and by their being continually alert in observing, inspecting, and investigating circumstances or individuals which

appear unusual and suspicious. Police officers regulate pedestrian and vehicular traffic; prevent accidents, congestion, and parking problems; give warnings; issue citations for traffic violations; and make arrests if necessary. They conduct preliminary investigations of crimes, investigate accidents, dispose of complaints, recover stolen property, counsel adults and juveniles, and assist persons needing help. Typically, investigations that remain incomplete at the end of an assigned shift are turned over for completion by detectives or criminal investigators.

Officers assigned to "control desk" activities receive and record radio, telephone, and personal messages and instructions involving emergencies, complaints, violations, accidents, and requests for information and assistance. They transmit messages and instructions to officers on patrol and dispatch officers to investigate complaints and assist in emergencies. They interpret rules and regulations and answer general inquiries. They may also explain to violators their rights and the procedures involved in securing bond and legal aid and in contacting family members. They collect collateral, issue receipts, record charges and, as necessary, place offenders under arrest. They also search prisoners and remove weapons and articles which could cause injury or be used in escape attempts. They maintain records and prepare reports covering activities and events occurring over the course of a shift.

Officers assigned to detective work, full-time or part-time, conduct investigations of crimes and maintain surveillance over areas with high rates of crime. Investigations involve searching crime scenes for clues, interviewing witnesses, following leads, analyzing and evaluating evidence, locating suspects, and making arrests. In cases involving major crimes (capital crimes, those involving prescribed monetary values, or others that may vary in different jurisdictions), the Federal Bureau of Investigation or other specialized law enforcement agencies may assume jurisdiction and control over the investigation. In these cases, police detectives may perform some investigative work under the direction of assigned criminal investigators. Full-time detectives typically work in civilian clothes, although, depending on the availability of investigative personnel, uniformed officers may also perform investigative duties.

Investigations conducted by police detectives are distinguished from those conducted by criminal investigators (GS-1811). Detectives handle cases that occur within a prescribed local jurisdiction, where the violations are clearly within the authority of the local police force. Police investigations are limited by agreements with investigative agencies (FBI, DEA, etc.) which prescribe responsibility according to the seriousness of crimes committed and monetary values involved, are conducted totally within the local jurisdiction, and they are commonly of relatively short duration (e.g., a few days). Criminal investigators, by contrast, tend to handle cases that clearly involve felonies, violate Federal law, extend over other Federal and civil jurisdictions or involve large monetary values, and extend for periods of weeks, months, or even years.

Uniformed officers may perform detective duties on a regular and recurring basis when following up on cases originating during their regularly assigned patrol or response activities. In some police forces and jurisdictions, some uniformed officers may perform many or all of the functions commonly assigned in other jurisdictions to plain clothes detectives. In evaluating police officer

positions under this guide, the amount and kind of investigative work performed may influence the selection of appropriate factor levels.

Federal police officers enforce a wide range of laws. Federal courts commonly "assimilate" local laws for application to and enforcement within Federal jurisdictions. In many jurisdictions, therefore, officers must be aware of and enforce some combination of Federal, State, county, and local laws and ordinances. In addition, some officers are required to be fully cognizant of other bodies of written and unwritten law, such as in the case of Indian reservations where tribal law and custom are often enforced by the Federal police force.

Some Federal police officers are responsible for enforcing State and Federal fish and game laws on Federal installations. These involve licensing requirements, creel and bag limits, installation rules concerning open and closed hunting areas, protection of nongame species, poaching, control of firearms and other weapons, and related aspects of game law and regulation. Some of these working conditions require the officer to make decisions about placing charges and preparing incident reports according to the jurisdiction and requirements of specific courts.

Federal police officers perform their duties within prescribed physical boundaries or jurisdictions which are usually clearly defined by physical limitations such as fence or property lines around installations, city sidewalks, or street lines around Federally owned or leased buildings. Within those boundaries, Federal police officers typically have full jurisdictional authority over all violations of law, rule, or regulation (exclusive jurisdiction).

In some instances, Federal authorities negotiate agreements with local governments to share jurisdiction (concurrent jurisdiction) on Federally owned or leased property when such agreements can contribute to more effective enforcement actions. Such agreements often contain provisions for Federal officers to extend their enforcement actions beyond the bounds of their normal jurisdictions, as in cases of "hot pursuit" of felony suspects. Within a single police organization which covers properties over a widely dispersed area (Federal reservation combined with Federally owned and Federally leased property off the reservation), several definitions of jurisdiction may apply for each kind of property. These are usually clearly defined, although such arrangements may impose different knowledge requirements and some differences in the way officers exercise their authority in each kind of location.

Police officers receive training in police academies or other training facilities in subjects involving community relations; the definition and application of arrest authority; familiarity with Federal and other laws, rules, and regulations; the rights of individuals; laws of search and seizure; the use of weapons; protecting evidence; interviewing witnesses; and other information pertinent to performing law enforcement duties. Some officers receive additional training covering specialized techniques for crowd and riot control; detection and response to attempts at espionage and sabotage; specialized weapons; bombs and incendiary materials; and special measures pertinent to the specific installation or facility.

Nature of Security Guard Work

The primary mission of security guard programs is to protect Federal property from hazards such as sabotage, espionage, trespass, theft, fire, and accidental or willful damage and destruction. Security guards are employed in Government-owned or controlled buildings, hospitals, museums, libraries, manufacturing plants, warehouses, military installations, and other facilities.

Security guards wear uniforms, display badges of authority, and may carry weapons. They are often organized along military lines and make use of military ranks and working titles (i.e., sergeant, lieutenant, etc.). Security guards apprehend and detain violators of laws, rules, and regulations and turn them over to Federal or civil police or other law enforcement officers for arrest and/or posting of collateral.

Security guards serve at fixed posts or patrol assigned areas on foot or by vehicle and perform a variety of protective duties. They enforce pertinent administrative rules and regulations governing traffic control, parking, building or other facility access, and breaches in physical security controls (locks, fences, gates, or other barriers). When enforcing rules and regulations established to accomplish the protective mission, guards control the movement of persons and protect lives and personal property in and around the Federal property being protected. Guards in hospitals may be required to help in dealing with patients who are mentally ill and others whose actions are influenced by distress associated with their medical condition. Security guards carry out related duties such as escorting persons and valuables, driving emergency vehicles, detecting and reporting potential fire and accident hazards, making preliminary checks of violations, conducting canine operations to detect explosives or illegal drugs, and preparing reports of incidents or security conditions.

Some security guards may be assigned "control desk" duties; i.e., monitoring various alarm systems, closed circuit television systems, and telephone and radio networks. Guards serving at the control desk relay messages, maintain logs, and assist in dispatching personnel and equipment to meet emergency situations.

Security guards exercise their authority most often by administering rules and regulations, rather than laws, totally within the confines of Federally owned or controlled property under exclusive jurisdiction. Some installations negotiate concurrent jurisdiction or similar cooperative action agreements with local law enforcement authorities as a means for turning over serious violators for arrest based on formal complaints by guard personnel. Testimony as complaining witnesses, issuance of citations, and detention of individuals are generally recognized as valid performance of security guard duties by a variety of Federal and civil courts.

Some Federal installations maintain facilities for short- or long-range detention of prisoners. These may be military guardhouses, holding cells in Federal buildings, detention centers on Indian reservations, or others that are used to hold prisoners serving sentences, awaiting trial, or pending turnover to other jurisdictions. Some security guards serve as guards in such facilities. They

receive prisoners, control personal possessions, place prisoners in cells, transport prisoners to and from court, prevent escape, release to others for transport to court or other detention facilities, and generally see to the care and feeding of prisoners in their custody. Their primary purpose is to receive, prevent escape, and assure proper documentation for release of prisoners.

The primary emphasis in security guard training is typically directed to the methods and techniques involved in protecting specific Government property. Though much of the training may be given on the job, specifically tailored to local installation requirements, some security guards may receive formal training similar to that given to police officers. In some work environments where special security procedures are in effect, training may stress specialized methods for detecting and interdicting efforts to breach the security systems and means for preventing espionage and sabotage. Training for specialized security conditions may include developing proficiency in military tactics for small unit operations and qualifying with automatic and other military weapons. Some guards demonstrate their skills in performing emergency response actions by periodically reacting to simulated attempts to breach security barriers.

SERIES DETERMINATION

Based on the foregoing occupational information, positions covered by this guide are to be classified either as police officers or security guards. Positions fitting the descriptions of police work are classified in the Police Series, GS-0083. Positions fitting the descriptions of guard work are classified in the Security Guard Series, GS-0085.

TITLES

Security Guard is the established title for nonsupervisory positions in the Security Guard Series, GS-0085.

Police Officer or *Detective* is the established title for nonsupervisory positions in the Police Series, GS-0083. (The detective title is for positions primarily concerned with police investigations involving violations of criminal or other laws.)

Positions which meet the criteria of the [Work Leader Grade-Evaluation Guide](#) for evaluation as leaders should be titled *Lead Security Guard*, *Lead Police Officer*, or *Lead Detective*.

Positions which meet the criteria of the [Supervisory Grade-Evaluation Guide](#) for titling as supervisors should be titled *Supervisory Security Guard*, *Supervisory Police Officer*, or *Supervisory Detective*.

GRADE LEVELS

The grades of nonsupervisory positions engaged in police or security guard work should be determined by application of the factor level descriptions in this guide. The primary standard and related FES standards may be used to evaluate factors of positions that significantly exceed the highest factor levels described in this guide. (See "[Instructions for the Factor Evaluation System](#)," TS-27, dated May 1977.)

The grades of work leader positions are determined by application of the classification criteria in the [Work Leader Grade-Evaluation Guide](#).

The grades of supervisory positions are determined by application of the classification criteria in the [Supervisory Grade Evaluation Guide](#).

GRADE CONVERSION TABLE

Grade	Point Range
GS-1	190 -- 250
GS-2	255 -- 450
GS-3	455 -- 650
GS-4	655 -- 850
GS-5	855 -- 1100
GS-6	1105 -- 1350
GS-7	1355 -- 1600
GS-8	1605 -- 1850
GS-9	1855 -- 2100

FACTOR LEVEL DESCRIPTIONS**FACTOR 1, KNOWLEDGE REQUIRED BY THE POSITION**

This factor measures the nature and extent of information and facts which employees must understand to do acceptable work (e.g., steps, procedures, practices, rules, policies, theories, principles, and concepts) and the nature and extent of the skills needed to apply those knowledges. To be used as a basis for selecting a level under this factor, a knowledge must be required and applied.

Level 1-1 -- 50 Points

At this level, employees use knowledge of simple, routine, or repetitive tasks or operations which typically involve following step-by-step instructions and require little or no previous training or experience. This is the knowledge level for trainee positions, when the employee has little or no prior experience in the occupation, is learning through a program of on-the-job training, or is beginning or awaiting entry to a formal training program. Employees are typically assigned to work with and assist more experienced officers who are responsible for the activities and actions of the trainee.

Employees use this level of knowledge in performing controlled, elementary tasks such as:

- Directing traffic during rush hours.
- Touring the facility on foot and/or by patrol vehicle to learn the physical layout of the jurisdiction.
- Writing citations for clear-cut, observed violations of laws and rules.
- Operating radios to pass and receive clear-cut information.
- Standing a fixed post and monitoring personnel movements to and from a controlled access area when the post is observable by senior officers.
- Filling out reports on incidents of theft or accident, where report forms clearly show what kind of information is needed.
- Accompanying senior officers responding to complaints or reports of incidents.
- Other activities that inform and educate the employee about the environment in which the work is performed and the actions required in that setting.

Level 1-2 -- 200 Points

Police Officers:

At this level, police officers use knowledge of a body of basic or commonly used laws, rules, regulations, procedures, and operating methods to independently perform routine, recurring kinds of fixed post and patrol assignments. It is also used to respond to electronic and radio alarms. This knowledge includes, for example: commonly accepted installation traffic laws and rules; regulations governing access to Federal buildings; rules covering restricted items (cameras, weapons, etc.) and conduct of visitors and employees; procedures for handling a crime in progress such as robbery, assault, or pursuit of speeding vehicles; laws and procedures involving the rights of individuals and constraints on the exercise of authority; and others of a similar nature.

Police officers using this level of knowledge are normally expected to resolve those incidents which are clear-cut violations of law, rule, or regulation, and to recognize and call for assistance on more serious or complex incidents requiring greater knowledge and/or experience, especially situations involving felonies or potential felonies. Police officers will often maintain control at the scene of an incident through completion of required actions, including questioning witnesses, establishing fault, arresting violators, and other enforcement actions appropriate to the nature and seriousness of the incident.

Some police officers use knowledge of contractual arrangements and performance criteria for guard and security work performed under contract by private protective services. Officers monitor performance of guard personnel at assigned posts to assure that posts are properly staffed, the personnel are equipped according to contract requirements, and the prescribed kinds and level of duties are performed by contractor personnel.

Typical police duties using this level of knowledge include such tasks as:

- Responding to calls or alarms involving crimes in progress or just discovered.
- Questioning individuals at the scene of an incident to determine the reasons for a call for assistance, establishing the identity of injured parties, identifying the nature of incidents, and taking statements of victims, witnesses, and suspects.
- Informing individuals about their rights as suspects and/or witnesses.
- Operating radar or other speed detection equipment and pursuing speeding vehicles when enforcing traffic regulations or laws.
- Arresting violators caught in the act or who readily admit to guilt.
- Issuing citations for personally observed violations of law, rule, or regulation.
- Giving out crime prevention information and advice during patrols and when in contact with individuals.
- Performing traffic patrol and emergency response duties such as: enforcing speed limits; assisting at accident scenes; and taking statements from principals and witnesses; directing traffic and controlling the movement of vehicles and pedestrians at worksites; observing and reporting traffic safety hazards; issuing citations for speeding and parking violations; and enforcing pedestrian right-of-way rules.
- Preparing various kinds of written reports about unsafe traffic conditions; accidents; storage or location of materials (including personal property) that are vulnerable to theft or damage; encounters with individuals such as complainants, witnesses, disruptive employees, or visitors; and other kinds of reports that describe events and may be used in future legal actions.

- Responding to duress alarms and subduing unruly individuals.
- Assisting victims of accidents or assaults by providing first aid, and/or calling for medical assistance, or transporting to medical facilities.

Security Guards:

At this level, security guards use knowledge of commonly used rules, procedures, and operations to perform work independently in a variety of fixed posts and patrol assignments within a Federal installation or building. This level of knowledge is typically acquired through formal classroom and/or on-the-job training which outlines the scope of jurisdictional boundaries, defines the levels of each security guard's authority, and prepares the security guard to perform a variety of recurring activities within the assigned installation. Typically, security guards will protect the scene of an incident and relinquish control to police or other law enforcement officers assigned to the case.

Some security guards use knowledge of local rules, regulations, and operating requirements in receiving, guarding, and caring for prisoners in small detention centers (jails) on Federal installations and reservations.

Typical guard duties using this level of knowledge include such tasks as:

- Controlling personnel access by monitoring the identification of individuals entering controlled areas.
- Referring persons who lack proper credentials to a control point to arrange access.
- Patrolling a prescribed area on an installation (by vehicle or foot) to check locks, alarms, fences, gates, or other barriers to assure they are closed and locked or open and unlocked, depending on the time of day and the conditions that are supposed to apply.
- Patrolling installation perimeters to detect faulty fences and detection equipment, trespassing violations, and attempted thefts of Federal or personal property.
- Patrolling office and industrial buildings to prevent theft or damage to Federal property, equipment, tools, and supplies.

General:

Employees in both occupations use knowledge of established rules, regulations, and legal authorities to perform duties and responsibilities within prescribed limitations on the use of detention authority and the use of force (including weapons) according to circumstances

encountered during the performance of duties. In cases involving detention for potential arrest, security guards also use knowledge of the rights of individuals.

Some employees in both occupations use knowledge of State and Federal game and fish laws to enforce license requirements, bag and creel limits, controlled public access, and other concerns in areas where the public is permitted to use Federal property for hunting and fishing. They may also enforce other conservation rules and laws pertaining to access, open fires, destruction of flora and fauna, and general land use requirements imposed by the installation or by law.

Level 1-3 -- 350 Points

Police Officers:

At this level, police officers use knowledge of a body of standardized rules, methods, procedures, and operating techniques that require considerable training and experience, to perform a full range of operations in preventing or resolving offenses, or in conducting preliminary investigations of incidents ranging from simple rules violations to felony and capital crimes.

Some police officers use knowledge of basic investigative methods and techniques to investigate violations or reports of probable incidents on the installation for which completion is anticipated within a single shift.

This level includes, in addition to those required at the lower levels, knowledge and experience to perform most, if not all, of the following police tasks:

- Pursuing and apprehending persons fleeing a crime scene or attempting to resist arrest.
- Subduing individuals causing disturbances, such as in family disputes.
- Identifying and arresting violators based on eyewitness accounts.
- Performing "desk sergeant," "control desk," or "dispatcher" duties involving passing of directions and information to officers on patrol assignments, coordinating emergency responses between security, fire, and other emergency units, and receiving and acting on calls concerning reports of violations or complaints.
- Taking charge of a crime or accident scene and restricting access to those persons required on the scene.
- Seeking, detecting, and protecting evidence and witnesses at the scene of an incident.
- Taking statements from witnesses.

- Clarifying conflicting statements.
- Interrogating suspects.
- Detaining witnesses and suspects.
- Making arrests and performing booking procedures.
- Turning over to detectives or investigators information gathered at the scene of an incident.
- Participating in short-term investigations under the control of detectives or investigators.

Security Guards:

At this level, security guards use knowledge of a body of established rules, procedures, and methods of operating to perform independently the full range of guard activities at Federal installations. These activities may involve a diverse range of protective responsibilities over Federal property, employees, and visitors.

Knowledge of specialized operating requirements, methods, and procedures is used in safeguarding sensitive national defense materials or processes; protecting national treasures such as gold bullion, works of art, literary collections, and historical artifacts in Government buildings, libraries, museums, and other locations under Federal control; enforcing specialized personnel access controls; protecting and preventing unauthorized access to areas containing valuable documents or hazardous materials that could affect public health or safety; detaining violators who attempt to resist; subduing violent patients in hospitals; and other situations requiring special training and experience.

Security guard work using this level of knowledge includes:

- Controlling access to highly sensitive restricted areas where there is potential for significant breach of national security, or danger to public safety or public health. Examples of such circumstances may include installations involved in manufacturing and storing nuclear weapons; manufacturing or research facilities involving highly classified national defense information and/or processes; hospital and research installations where there is significant potential for releasing materials that could seriously endanger public health; and other facilities containing materials or processes that require special protective methods.

General:

Some employees in both occupations use knowledge of highly specialized techniques, methods, and procedures for performing difficult land and water rescue, search and apprehend or search and rescue operations; canine operations for crowd control or for detecting explosives or illegal drugs; counter-terrorist operations; counter operations for bomb, fire, or other threats; crowd control over violent and/or unruly crowds in planned and impromptu demonstrations; and similar tasks involving significant threats, serious accidents, or violence posing a threat to public safety. This level and kind of knowledge is acquired through extensive specialized training and practice. Employees using this level of knowledge are assigned to special reaction teams. They maintain proficiency in specialized (e.g., automatic) weapons and equipment, and the tactics for employing them in emergency situations.

Either security guards or police officers may perform as members of special reaction or special weapons and action teams (SRT, SWAT, or other names and acronyms). This work requires the employee to use knowledge of counter-terrorist tactics, methods, and procedures and maintain proficiency in specialized weapons and tactics for defending against and/or repelling terrorists. Proficiency is maintained and demonstrated in drills, simulations, and refresher training as a function of normal security patrol and protection duties. The primary purpose of the officer's presence is to protect highly sensitive materials, the unauthorized disclosure of which could seriously jeopardize national security and/or endanger public health.

Level 1-4--550 Points

Employees at this level, in addition to the knowledges required at the lower levels, use knowledge of an extensive body of standardized, optional, and innovative investigative procedures, techniques, and methods to detect, investigate, and resolve crimes and other incidents that are beyond the scope or requirements for solution on patrol assignments. Employees use this level of knowledge in performing a variety of standard and nonstandard assignments in resolving a wide range of conditions or criminal activities typically requiring extensive research, interviewing, planning, observing, conducting stakeout operations, and executing investigative techniques, resulting in arrests of suspects and, in some instances, in changes in patrol operating methods.

Employees using this level of knowledge perform tasks such as:

- Conducting long- and short-term investigations when solutions cannot be achieved during the course of a normal patrol shift.
- Evaluating crime prevention programs and recommending changes to reduce opportunities for theft, assault, illegal entry, or other kinds of violations.
- Conducting long-term investigations (several days to several weeks) to detect and apprehend individuals committing acts of violence, theft of Federal or personal property, for violating laws concerning controlled substances.

- Developing informants and informant networks as a part of specific assignments or for general application.
- Developing and following leads, taking statements, and otherwise gathering bits of information and facts.
- Analyzing facts to identify suspects and develop case information for use in pressing charges and bringing suspects to trial.
- Coordinating with U.S. and other prosecuting attorneys on case development and plans to perform arrests and prosecutions.
- Developing cover conditions and working under cover to detect and prevent criminal activities.
- Coordinating with other law enforcement agencies to gather facts or evidence for use in assigned cases.

FACTOR 2, SUPERVISORY CONTROLS

This factor covers the nature and extent of direct or indirect controls exercised by the supervisor, the employee's responsibility, and the review of completed work. Controls are exercised by the supervisor in the way assignments are made, instructions are given to the employee, priorities and deadlines are set, and objectives and boundaries are defined. Responsibility of the employee depends upon the extent to which the employee is expected to develop the sequence and timing of various aspects of the work, to modify or recommend modification of instructions, and to participate in establishing priorities and defining objectives. The degree of review of completed work depends upon the nature and extent of the review (e.g., close and detailed review of each phase of the assignment, detailed review of the finished assignment, spot check of finished work for accuracy, or review only for adherence to policy).

Level 2-1 -- 25 Points

For both one-of-a-kind and repetitive tasks, the supervisor makes specific assignments that are accompanied by clear, detailed, and specific instructions. The employee often works directly with a more experienced officer or supervisor in performing those assignments.

The employee at this level is normally inexperienced and works as instructed, bringing to the attention of the supervisor or more experienced officer all matters not specifically covered in the original instructions or guidelines.

The work is closely controlled by the structured nature of the assignments themselves, checks on the work in progress, or by the environment or circumstances in which it is performed. The supervisor or an assigned senior officer checks the work while in progress and reviews completed work for adequacy and adherence to instructions and established procedure.

Level 2-2 -- 125 Points

The supervisor makes individual assignments for the shift or other prescribed period of time for traffic control points, patrol areas, escort assignments, complaints received, or other special and recurring tasks, indicating generally what is to be done, the priority of assignments, and any special concerns or approaches to be taken by the employee. Beginning of shift briefings and instructions commonly include information and general instructions on handling the aftermath of events such as stolen vehicles, robbery followup, missing persons bulletins, and similar conditions. The supervisor provides additional, specific instructions for new, difficult, or unusual assignments including suggested work methods or advice on source material available.

The employee uses personal initiative in carrying out recurring assignments independently without specific instructions about how to do the work or the precise methods to apply. The employee is expected to call for backup or to otherwise seek supervisory assistance and advice in cases of life threatening emergencies or in the event of unusual problems or unfamiliar situations which are not covered by existing instructions and procedures.

Completed work is reviewed for technical adequacy, adherence to standard procedures and methods, and compliance with any special instructions. Review of the work increases with more difficult assignments if the employee has not previously performed similar assignments.

Level 2-3 -- 275 Points

The supervisor makes assignments such as long-term investigations and undercover work within the employee's scope of responsibilities; defines the objectives, priorities, and deadlines; and assists the employee in unusual situations which do not have clear precedents.

The employee, having developed competence in the assignment, plans and carries out the steps required according to specific case conditions (time and place to deal with witnesses and suspects, consideration for confidentiality and exposure of witnesses, coordination with other law enforcement agencies, cover, need for and nature of stakeouts). The employee handles deviations from established procedures by resolving problems that arise according to agency or local standards, previous training and experience, established practices, legal precedents, or other controls appropriate to the immediate circumstances. Assignments may require the employee to perform investigations extending for periods of time beyond a single shift and to ascertain interrelationships with other cases and/or law enforcement agencies that may affect the methods and procedures used.

Completed work is evaluated for technical soundness, such as the quality of evidence, veracity of suspect or witness statements, ability to get U.S. Attorneys or others to accept cases for prosecution, success in solving crimes and violations, and contributions to the unit's crime prevention program. Techniques used by the employee are not usually reviewed in detail.

FACTOR 3, GUIDELINES

This factor covers the nature of guidelines and the judgment needed to apply them. Guides used in this occupation include, for example: Federal, State, and local laws; agency and local rules and regulations; definitions about the rights of suspected, accused, and innocent individuals; local operating methods, techniques, and procedures (patrol areas, traffic control, security check requirements, etc.); policies and procedures on the availability and use of equipment; concurrent jurisdiction agreements; and others that set the enforcement and protection program framework and describe how the work is to be performed within the agency's jurisdiction.

Individual jobs in different work environments, or in different specializations within the occupation, use guidelines that vary in specificity, applicability, and availability for performance of assignments. Consequently, the constraints and judgmental demands placed upon employees also vary. For example, the existence of specific instructions, procedures, and policies may limit the opportunity of the employee to make or recommend decisions or actions. However, in the absence of procedures or under broadly stated objectives, employees may use considerable judgment in developing new methods and techniques for doing the work which may become guidelines for others.

The officer is expected to recognize the conditions that are present and adjust the response to fit the circumstances. For some other installations, however, the instructions might be so specific that officers are given no discretion in how to resolve an issue.

Level 3-1 -- 25 Points

Specific guidelines are provided to the employee, in the form of detailed procedures, manuals, or checklists for use in accomplishing well-established traffic and patrol duties or taking statements at the direction of other officers or investigators. The laws, rules, and/or regulations to be enforced within the jurisdiction are clearly defined in training and available written materials. They are readily memorized and frequently reinforced through information received from supervisors and more experienced officers.

The employee works in strict adherence to the guidelines. Any deviation from the guidelines, except in dire emergency situations, must be authorized in advance by the supervisor or a more experienced coworker.

Level 3-2 -- 125 Points

Procedures, instructions, and a number of specific guidelines for doing the work have been established by the organization and are readily available to the employee.

Guidelines for police positions cover a variety of legal, procedural, and administrative conditions, such as: Federal and local laws, rules, and regulations; rights of citizens and others; actions allowable and limits specified under concurrent jurisdiction agreements; procedures for issuing citations and performing arrests; use of force and use of weapons; court procedures for arresting officers, complainants, or witnesses; established operating and public relations procedures for dealing with persons who live or work within the jurisdiction; authority for "hot pursuit;" and others that define the kinds of work to be done and much of how it is to be performed.

Guidelines for security guards include local manuals and handbooks that describe the guard force jurisdiction; limits on authority to detain individuals; responsibilities for protecting property and persons; operating manuals and instructions for weapons, communications, and other equipment commonly used by the guards; and standing and special operating procedures for each post of assignment.

For some installations, guidelines are supplemented by special instructions, methods, techniques, and procedures for handling demonstrations, bomb threats or other kinds of life threatening activities, including building evacuations in case of fires or other emergencies.

The number and relationships of guidelines requires the employee to use judgment in identifying and applying the proper procedures and techniques for application to specific actions when protecting property, enforcing the law, or assisting people. The employee also exercises judgment in making minor deviations from available guidelines according to the specific circumstances encountered at the scene of activity. Unless prevented by the emergency nature of an incident, employee proposals to significantly deviate from established guidelines are referred to the supervisor.

At this level, officers may also determine which of several established alternatives to use; for example, removing unauthorized personnel from an area without further legal or administrative action, using a level of force depending on perceived threat to self or others, calling for backup, or handling a situation alone. The level of judgment used will vary according to the circumstances or persons confronted and the availability and clarity of established guidelines and procedures.

Level 3-3 -- 275 Points

Guidelines are generally similar to those described at the next lower level. However, because of the nature of work assignments or the environment in which they are performed, the guidelines are not always applicable or there are gaps in specific applicability in circumstances such as those encountered in volatile emergency situations such as terrorist attacks, hostage situations, armed robbery, prolonged investigations, or when enforcing traditional (written or unwritten) customs or laws.

The employee uses personal judgment in interpreting, adapting, applying, and deviating from guidelines, based on unusual or emergency circumstances and concern with protecting public safety. The employee analyzes the results of such adaptations and recommends changes in established methods and procedures.

FACTOR 4, COMPLEXITY

This factor covers the nature, number, variety, and intricacy of tasks, steps, processes, or methods in the work performed; the difficulty in identifying what needs to be done; and the difficulty and originality involved in performing the work.

Level 4-1 -- 25 Points

Daily and/or long-term assignments consist of duties and responsibilities that are clear cut and directly related. The specific sequence of activities to be performed by the officer are defined and the actions to be taken in each one are completely clear.

The employee has little or no opportunity to decide what is to be done or how it is to be accomplished. Work methods are contained in detailed instructions and the officer is expected to comply literally with those instructions.

Actions to be taken by the employee or proper responses to questions are immediately identifiable. Actions taken or responses made are readily discernible by actions taken by other persons, the sounding of alarms, or receipt of radioed directions. The work is quickly mastered and is often performed as a function of training for more responsible assignments.

Level 4-2 -- 75 Points

The work includes various duties requiring the employee to perform related steps, processes, or methods for the completion of each assignment. Within an assignment period (shift, weekly or monthly cycles, etc.) the employee performs such different tasks as: directing traffic during rush hours; performing foot and/or vehicle patrol; responding to violation and duress alarms; assisting employees, visitors, or passersby; responding to domestic disturbance calls; or similar activities requiring control or action. The work varies depending on the rules or laws which apply to situations encountered and, in addition, the nature of specific situations encountered. Each kind of assignment comes under the same general set of guidelines and procedures.

Decisions regarding what needs to be done involve assessing each situation as it occurs and determining the existence of and difference among easily recognizable situations where law enforcement, assistance, or some form of informal situational counseling may be required. Decisions are made by the officer at the scene of an incident or when acting in a dispatcher (desk sergeant) capacity. The employee identifies the conditions involved and decides what kind of action to take, including the level of force required. Actions to be taken by the employee differ depending on such things as: the source of information (distress call, call for assistance, request for information); the nature and level of perceived threat to self and others; the nature of facility involved (office building, manufacturing facility, hospital, residential area, Indian reservation, business establishment); the seriousness of the violation or potential violation (robbery, assault, speeding, drunk, disorderly); or other differences of a factual nature. The employee identifies the conditions involved and decides what kind of action to take, including the level of force required.

Level 4-3 -- 150 Points

The employee performs various duties requiring the application of different and unrelated methods, practices, techniques, or criteria. The work typically involves such assignments as extensive investigative responsibilities (e.g., detective work extending beyond the span of a single shift), assignments that vary frequently in the nature of cases handled, and assignments requiring the application of a wide variety of police techniques to resolve. It may also include unscheduled exercises to demonstrate proficiency in special weapons and tactics.

The employee decides what actions to take and the applicable methodology based on assessment of facts obtained from other officers, witnesses, and personal observations and interviews. Decisions made vary according to the nature of perceived threat, as from demonstrators or anticipated terrorist actions, by the nature of hazards imposed by local terrain, and/or weather or other conditions that affect lighting, communications, and the ability to observe or pursue violators. The officer decides on whether standard or special procedures are appropriate, and whether the situation is real or simulates a potential threat.

The chosen course of action may be selected from several alternatives depending on the nature of the case, facts and clues available, personal analysis of case information, jurisdictional questions, and other considerations that affect the ability to identify sufficient facts and resolve case issues. The nature of the incident or threat, presence or absence of weapons, number and kinds of persons encountered, and other variables must be assessed to determine the proper course of action. The officer's assessment of such conditions and elements must be made quickly in order to determine among several alternatives the kinds of action to take and the level of force to use.

FACTOR 5, SCOPE AND EFFECT

This factor covers the relationship between the nature of the work (i.e., the purpose, breadth, and depth of the assignment) and the effect of work products or services within and outside the organization.

Effect measures such things as whether the work output facilitates the work of others, provides timely services of a personal nature, or impacts on the adequacy of research conclusions. The concept of effect alone does not provide sufficient information to properly understand and evaluate the impact of the position. The scope of the work completes the picture, allowing consistent evaluation. Only the effect of properly performed work is to be considered.

Level 5-1 -- 25 Points

The employee performs specific operations involving a few separate tasks or procedures intended primarily to develop skills to assume more responsible duties.

Work performed by the employee facilitates the work of higher graded coworkers within the immediate organization by relieving them of routine procedural tasks in closely directed phases of the work. This includes, for example, routine traffic control during rush hours and at accidents, assisting during patrol operations, taking statements from witnesses, and similar tasks performed under direction and control of a more experienced officer.

Level 5-2 -- 75 Points

The employee performs a full range of police or security guard duties by following and executing specific rules, regulations, or procedures covering law and rules enforcement, physical and personal security operations, patrol duties, control desk duty, coordination with local courts, and/or crime prevention activities for the local jurisdiction.

Work products or services affect the acceptance of law enforcement and security program services and actions, contribute to crime prevention programs, influence employees and visitors to cooperate with the security force, and set an example for conforming with laws, rules, and regulations at the installation. The results of the work or services also effect the secure flow of

work processes and materials, and provides for a sense of personal security that enhances productivity of individuals in the work place.

Level 5-3 -- 150 Points

The employee treats a variety of law enforcement problems ranging from simple rules violations to felony crimes in conformance with established criteria, methods, techniques, and procedures. They also perform criminal investigative work such as that performed by detectives.

The results of the work contribute to crime prevention objectives in the local installation or jurisdiction and the adequacy of the local law enforcement program. Work resulting in the charging of or convicting of persons for a violation effect the economic well-being and freedom of individuals.

FACTOR 6, PERSONAL CONTACTS

This factor includes face-to-face contacts and telephone and radio dialogue with persons not in the supervisory chain. (Personal contacts with supervisors are covered under Factor 2, Supervisory Controls.) Levels described under this factor are based on what is required to make the initial contact, the difficulty of communicating with those contacted, and the setting in which the contact takes place (e.g., the degree to which the employee and those contacted recognize their relative roles and authorities).

Above the lowest level, points should be credited under this factor only for contacts which are essential for successful performance of the work and which have demonstrable impact on the difficulty and responsibility of the work performed.

NOTE: The level of personal contacts used for Factor 6 must relate directly to the purpose for those contacts selected under Factor 7.

Level 6-1 -- 10 Points

Personal contacts are with employees within the immediate organization, office, project, or work unit, and in related or support units.

AND/OR

Contacts are with members of the general public in very highly structured situations where the purpose of the contacts and the question of with whom to deal are completely clear. Typical of contacts at this level is responding to individuals at an access control point asking for directions to individuals or organizations within the facility.

Level 6-2 -- 25 Points

Personal contacts are with employees in the same agency, but outside the immediate organization. People contacted are generally engaged in different functions, missions, and kinds of work; e.g., representatives from various levels within the agency such as headquarters, regional, district, or field offices or other operating offices in the immediate installation.

AND/OR

Contacts are with members of the general public, as individuals or groups, in a moderately structured setting (e.g., the contacts are generally established on a routine basis, usually at the employee's work place; the exact purpose of the contact may be unclear at first to one or more of the parties; and one or more of the parties may be uninformed concerning the role and authority of other participants). Contacts typical of this level are cooperative persons stopped for traffic violations or persons questioned as witnesses to a violation of rule or law.

Level 6-3 -- 60 Points

Personal contacts are with individuals or groups from outside the employing agency in a moderately unstructured setting (e.g., the contacts are not established on a routine basis, the purpose and extent of each contact is different, and the role and authority of each party is identified and developed during the course of the contact). Typical of contacts at this level are those with persons in their capacities as attorneys; contractors; or representatives of professional organizations, the news media, or public action groups.

AND/OR

Contacts are with violators of laws, rules, or regulations where those contacted are reluctant to accept the officer's authority, may resist detention or attempt to flee, or with unruly individuals who pose a threat to the officer and/or other individuals present. Such contacts may include, for example, individuals involved in a serious disagreement or fight, trespassers attempting to avoid apprehension and detention, demonstrators attempting to cross control lines, and others where the circumstances commonly cause the violators to react negatively and violently to the enforcement officers. They may also include contacts with individuals such as felons, suspects in felony crimes, recalcitrant witnesses, distraught individuals involved in or witness to accidents, and others where there is potential for arrest, detention, or issuing citations for serious offenses of law, rule, or regulation, or for violent or irrational response on the part of the perpetrator or victim.

FACTOR 7, PURPOSE OF CONTACTS

The purpose of personal contacts ranges from factual exchanges of information to situations involving significant or controversial issues and differing viewpoints, goals, or objectives.

NOTE: The purpose of contacts should relate directly to the level of contacts selected under Factor 6.

Level 7-1 -- 20 Points

The purpose is to obtain, clarify, or give facts or information regardless of the nature of those facts (i.e., the facts or information may range from easily understood to highly technical). Information exchanged may include directions to a location or person, straightforward explanation of established security procedures, explaining the rights of accused persons, or other information of a factual nature.

Level 7-2 -- 50 Points

The purpose is to plan, coordinate, or advise on work efforts or to resolve operating problems by influencing or motivating individuals or groups who are working toward mutual goals and who have basically cooperative attitudes. Contacts may include circumstances such as: coordinating the installation of new or revised access controls or security monitors and alarms, implementing patrol procedures, coordinating alarm response procedures with security and subject-matter personnel, explaining proposed traffic control patterns and speed limit requirements, making presentations about local crime prevention programs, and similar activities that require explanation to and acceptance by employees and visitors at the installation.

Level 7-3 -- 120 Points

The purpose is to influence, motivate, interrogate, or control persons or groups. Persons contacted may be fearful, skeptical, uncooperative, or dangerous. Therefore, the employee must be skillful in approaching the individual or group in order to obtain the desired effect, such as gaining compliance with established policies and regulations by persuasion or negotiation, or gaining information by establishing rapport with a suspicious informant. Contacts at this level may include, for example: uncooperative individuals involved in traffic violations, persons disturbing the peace, "peaceful" demonstrators, persons attempting to commit suicide, suspects and reluctant witnesses to a crime, deranged persons, or families involved in domestic disturbances.

Level 7-4 -- 220 Points

The purpose is to overcome life threatening situations such as hostage, barrier, terrorist attack, kidnap, or felony assault conditions where the persons dealt with are unstable and pose an imminent and direct threat to the life of the officer, innocent victims, or bystanders. The officer

must negotiate with individuals who clearly intend to carry out threats of violence, mayhem, or murder and because of the emotional instability involved must be convinced to cease their life threatening activities.

FACTOR 8, PHYSICAL DEMANDS

This factor covers the requirements and physical demands placed on the employee by the work assignment. This includes physical characteristics and abilities (e.g., specific agility and dexterity requirements) and the physical exertion involved in the work (e.g., climbing, lifting, pushing, balancing, stooping, kneeling, crouching, crawling, or reaching). To some extent the frequency or intensity of physical exertion must also be considered (e.g., a job requiring prolonged standing involves more physical exertion than a job requiring intermittent standing).

Level 8-1 -- 5 Points

The work is primarily sedentary, usually accomplished while the employee is seated at a desk or table such as when serving essentially full time in capacities such as desk officer, court coordinator, or other activities that are typically performed within the confines of the police/guard station or office. Some walking, standing or driving an automobile may be required in the course of a normal workday in connection with travel to and attendance at meetings and conferences away from the worksite. Items carried typically are light objects such as briefcases, notebooks, and data processing reports. There may be short periods of moving around to check a few doors and locks; and wearing an equipment belt containing a weapon, light, handcuffs, and related items. Lifting of moderately heavy objects is not normally required. No special physical effort or ability is required to perform the work.

Level 8-2 -- 20 Points

The work requires regular and recurring physical exertion such as long periods of standing, walking, driving, bending, stooping, reaching, crawling, and similar activities. Employees engage in such exertions when responding to alarms, pursuing suspects, or participating in weapons or other kinds of training activities, climbing stairs in office buildings, or walking foot patrols in and around large buildings. In some positions, the work may regularly involve lifting and carrying of heavy objects of 23 kilograms (50 pounds) or less, such as weapons. Some positions may require common physical characteristics and abilities in agility and dexterity and the strength to pursue, apprehend, and detain uncooperative suspects.

Level 8-3 -- 50 Points

The work requires, on a regular and recurring basis, considerable and strenuous physical exertion such as frequent climbing of multiple flights of stairs, lifting heavy objects over 50 pounds,

crouching or crawling in restrictive areas during search or pursuit activities, or defending oneself or others against physical attack.

FACTOR 9, WORK ENVIRONMENT

This factor considers the risks and discomforts in the employee's physical surroundings or the nature of the work assigned and the safety regulations required. Although the use of safety precautions can practically eliminate a certain danger or discomfort, such situations typically place additional demands upon the employee in carrying out safety regulations and techniques.

Level 9-1 -- 5 Points

The work is primarily performed in an office-like setting involving everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, residences, and private or commercial vehicles. When assigned to outdoor posts, the employee normally works in temperature controlled shelters, although those assigned to fixed sentry posts may have to step outside to check passes or give directions. The employee uses safe work practices with office equipment, avoiding trips or falls, and observing fire regulations. The work area is adequately lighted, heated, and ventilated.

Level 9-2 -- 20 Points

The work is performed in settings in which there is regular and recurring exposure to moderate discomforts and unpleasantness, such as high levels of noise in industrial settings, high temperatures in confined spaces, or adverse weather conditions during extended periods of traffic and patrol duties. The employee may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves, or shields. The work involves moderate risk requiring exercise of safety precautions when working around hazardous materials such as toxic gases, explosives, infectious biological materials, and others that pose a moderate risk of exposure. The work also involves moderate risk and discomfort when working outdoors without shelter or operating vehicles for extended periods of time over rough terrain.

Level 9-3 -- 50 Points

The work environment regularly involves high risks with exposure to potentially dangerous situations or unusual environmental stress which require a range of safety and other precautions (e.g., subject to possible physical attack or mob conditions, or similar situations where conditions cannot be controlled.) This level includes work in a high crime area where the public has easy access and officers must patrol in locations where persons may be armed while attempting auto theft, vandalism, narcotics transactions, and other offenses which can lead to assault with or without a weapon in order to avoid arrest. Also at this level are police and guard operations

regularly performed in areas of extremely rough terrain with wide annual variations in climatic conditions such as encountered in very large military installations or Indian reservations.